

Date: December 19, 2002
To: Conservation District Procedure Manual Holders
From: Marvin Johnson, Program Assistant
Subject: Revision 55 – Section 500 – Elections and Appointments
Action: See Instructions to Manual Holders Below

Purpose of this Revision

To provide new Section 500, Elections and Appointments.

Summary of Revision

The Conservation Commission at its regular meeting on December 4, 2002, approved a new election procedure and associated forms. This procedure was mailed to each Conservation District on December 5, 2002. This procedure and forms replace Section 500 in its entirety. Forms can also be obtained on our website at www.scc.wa.gov.

Instructions to Conservation District Procedure Manual Holders: *this is the fifty-fifth numbered revision to the Conservation District Procedure Manual. If you do not have an updated manual, please contact your Field Operations Manager.*

1. Insert this purple numbered revision cover memo behind the tab "Revisions" and in front of all other revision cover memos.
2. Fill in the blanks after line 55 on the Index of Manual Revisions as follows:

#	Sec	Issued	Subject	Date	Who
55	500	12-05-02	Elections and Appointments	Date Inserted	Your Initials

- 3 Remove and recycle Section 500 in its entirety.
- 4 Insert new Section 500.

500 Conservation District Supervisor Elections and Appointments

A. GENERAL GUIDELINES

The Conservation District Law, RCW 89.08.190, states that conservation districts shall hold an election during the first quarter of each calendar year, at which time one Supervisor shall be elected for a three-year term.

- 1. Each year, during the last quarter of the calendar year, the Board of Supervisors shall by resolution and by giving due notice, set an election date to occur within the first quarter of the next calendar year.**
- 2. When establishing the date of the election, the Board of Supervisors shall also choose the location(s) for polling and the hours in which polling will occur.**
 - 2.1** The Board of Supervisors have discretion to establish convenient polling hours. However, the polls must be open a minimum of two hours.
 - 2.2** The polling places selected must have sufficient parking and be easily accessible to those with disabilities.

3. Forms necessary to conduct District Supervisor Election and date due to Conservation Commission:

<u>NAME OF FORM</u>	<u>DUE TO THE COMMISSION</u>
Election Date Resolution	December 31 st
Nomination Petition for Elected Supervisor	3 working days after the election
Proof of Public Notice	3 working days after the election
Oath of Office for Polling Officers	3 working days after the election
Poll List	3 working days after the election
Ballot Results	3 working days after the election
Ballots	Printed by Conservation District and must held by District a minimum of 60 days after the election. And, the ballots cannot be destroyed before official action to certify the election has been taken by the Conservation Commission.

- 4. All forms submitted to the Conservation Commission shall be the original forms. Conservation Districts must keep a copy of all forms on record.**
- 5. District employees must not be involved in the recruitment of candidates for district supervisors.** Allowable activities include: development and posting public notice, providing nomination forms, verifying eligibility of candidate and petition signatures, providing applicable information of forms to the Conservation Commission, and answering general requests for information.
- 6. The Conservation District shall provide due notice within the area of interest.** “Due notice” means a notice published at least twice, with at least six days between publications,

in a publication of general circulation within the affected area, or if there is no such publication, by posting at a reasonable number of public places within the area, where it is customary to post notices concerning county and municipal affairs. The first notice must be at least 45 days before the election and the second at least a week before the election within the district.

B. Guidelines on Candidates and Election Preparation

- 1. In November of each year, the Conservation Commission will provide each Conservation District with a Supervisor Election Packet.** The packet will include all forms listed in A.3. except Ballots, which shall be the responsibility of the Conservation District to print and provide.
- 2. The candidate must complete the top section of the Nomination Petition.** Before securing the necessary signatures, a Board Supervisor of the Conservation District must verify compliance that the candidate is a qualified district elector and complies with RCW 89.08.160 and sign the Nomination Petition.
 - 2.1** The Nomination Petition shall be signed by at least twenty-five (25) qualified district electors as defined by 89.08.020.
 - 2.2** When the Nomination Petition is returned by the candidate to the Conservation District with the signatures, the signatories shall be verified as qualified electors as defined in RCW 89.08.020 and a Board Supervisor or County Auditor must sign the Nomination Petition.
- 3. The completed Nomination Petition including the 25 signatures must be verified by the District or the County Auditor at least 15 days prior to the election.**
- 4. Conservation Districts shall create the Ballot with the candidates who have secured a verified Nomination Petition.**
 - 4.1** The Ballot must list the candidates in alphabetical order.
 - 4.2** The Ballot must contain blank lines that permit write-in candidates.
 - 4.3** Ensure that there are sufficient Ballots provided at each polling location.
- 5. Each polling location shall have a locked ballot box.**

C. Guidelines for Polling Officers

- 1. The District should secure a minimum of two (2) polling officers who are independent of the Board of Supervisors.** District staff and immediate family members may not be polling officers.
- 2. A District Supervisor will administer the Oath of Office to the Polling Officers and complete the Oath of Office Form ensuring that the Polling Officers each sign the form.** The Oath of Office can be administered by a District Supervisor up to 90 days prior to the election.
- 3. The locked ballot box must be supervised at all times by one (1) or more Polling Officers.** This includes transport of the ballots to a central location, the counting of the ballots by the Polling Officers, and signing the Ballot Results Form.

D. Guidelines for Election Day

1. **The polling places must be clearly marked and the district shall provide private voting areas for the numbers of voters expected.** Consult auditor for information regarding private voting areas specific to your situation.
2. **This document “Section 500” in its entirety must be available for inspection at the polling places.**
3. **Polling Officers must complete the Poll List and indicate the verification of each voter in the signature block.** When verification is complete, the voter will be provided the ballot. The voter will place the completed ballot into the locked ballot box.
 - 3.1 In the event that a contested eligibility exists, the voter will be provided a ballot and two envelopes in which to place the ballot. The ballot will be place into the inner envelope, sealed and placed into the outer envelope. The name of the voter shall be place on the outside of the outer envelope and placed into the locked ballot box.
 - 3.2 Mark on the poll list, next to voter name, that this particular ballot is a contested ballot.
4. **At the conclusion of the election, Polling Officers will count the ballots and complete the Ballot Results Form.** Additional parties may witness the counting of the ballots. The number of ballots will match the number of entries on the Poll List.
5. **Polling officers may announce the unofficial results of the election.** The Conservation Commission shall canvass the returns, certify the election, and announce the official results.
6. **The Polling Officers will submit all forms and ballots to a representative of the Conservation District.** The Conservation District will make a copy of the forms for their records and mail within 24 hours of the election all original documents, except the ballots, to the Conservation Commission.
7. **The ballots must be held by the Conservation District a minimum of 60 days after the election.** In addition, the ballots cannot be destroyed before official action to certify the election has been taken by the Conservation Commission.

E. AFTER THE ELECTION

1. **If the unofficial winner is the result of a write-in ballot, the Conservation District must supply the candidate with the Nomination Petition Form and verify the supervisor-elect’s eligibility.** If the supervisor-elect is eligible to serve, they must secure at least twenty-five (25) signatures of qualified electors within 30 days. The signatures are to be verified by the Conservation District or the County Auditor. The original document is then mailed to the Conservation Commission and a copy retained by the Conservation District.
2. **If there is not an eligible candidate elected, the Conservation Commission cannot certify the election.** It is then the responsibility of the Conservation District to conduct another election where a qualified candidate is elected.
3. **Candidates elected shall take office as a Conservation District Supervisor at the first district Board Meeting after the Conservation Commission has certified the election.**

The section below on Supervisor Appointments has not been edited.

E. GUIDELINES FOR CONSERVATION COMMISSION APPOINTMENT OF TWO SUPERVISORS TO EACH CONSERVATION DISTRICT

1. The Conservation Commission shall submit "Notification for Recommending Candidates for Appointed Supervisor" (Form X) to each Conservation District where a vacancy exists, by January 15 of each year.
2. A Conservation District with an upcoming vacant or unexpired appointed supervisor position is required to provide adequate public notice of the vacancy in some form of mass media such as newspapers, magazines, radio, and television that reaches the broadest sector of the Conservation District's total population. The public notice should be made at least two weeks prior to the application deadline.

Although the exact language used in the public notice is up to each Conservation District, the content must include: The fact that there is an upcoming vacant or unexpired appointed supervisor position; eligibility requirements; a brief description of the duties and time commitment involved with the position; a statement indicating that a Conservation District supervisor serves without compensation; and where applications are available and how application is made, including the mailing addresses of both the local Conservation District and the Conservation Commission. Any costs incurred will be paid by the Conservation District.

3. Land occupiers/registered voters may secure the "Recommendation for Appointed Supervisor" (Form XI) from the Conservation Commission, Olympia, Washington 98504-7721, or from the Conservation District. Space is provided to identify landowner or operator of a farm, or land occupier, to meet the requirements of the Conservation District Law; namely, of the two appointed supervisors, one shall be a landowner or operator of a farm. Signature of the candidate is required.
4. Recommendations for an expiring appointed supervisor position shall be returned to the Conservation Commission by March 1 of each year.
5. The Conservation Commission shall appoint supervisors to vacant or unexpired appointed positions at their regular meetings.
6. Appointed Supervisors shall take office when the Conservation Commission announces the appointment by letter.

TEMPLATE

Conservation Districts shall utilize this information and procedure to set an election date and notify the Conservation Commission.

Complete and mail the original to the Conservation Commission by December 31st.

FORMAL RESOLUTION

BY _____ CONSERVATION DISTRICT
BOARD OF SUPERVISORS
Resolution # _____ (recommended)

NOTICE OF ELECTION DATE

The _____ Conservation District Board of Supervisors met on
_____ and resolved that the election for District Supervisor will be held on:
date

Use additional sheets as necessary.

<u>Date</u>	<u>Location (address/city)</u>	<u>Time(s)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

District Supervisors are provided the discretion on establishing polling hours. However, the polls must be open a minimum of two (2) hours.

SUPERVISOR SIGNATURE TITLE DATE

NOMINATION PETITION FOR ELECTED SUPERVISOR

ELIGIBILITY: "District elector" or "voter" means a registered voter in the county where the district is located who resides within the district boundary or in the area affected by a petition.

I, _____ residing at _____ do hereby state that I am
(Printed Name)
eligible for the office of District Supervisor for the _____ Conservation District and meet the
requirements of RCW 89.08. I ☐ am ☐ am not a landowner or operator of a farm. _____
(Signature)

Received by _____, District Supervisor on behalf of _____ Conservation
District on _____.

I attest to being an eligible elector defined per RCW 89.08.020. An eligible elector is defined as a registered voter in the county where the district is located who resides within the district boundary and hereby support the nomination for Conservation District Supervisor.

	<u>NAME - PRINTED</u>	<u>NAME - SIGNATURE</u>	<u>ADDRESS & CITY</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			

17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			

30. _____
31. _____
32. _____
33. _____

CANDIDATE: You must return this form to the Conservation District Office for certification a minimum of 15 days before the election.



The above individuals have been verified as qualified district electors as defined in RCW

89.08.020 by _____ of _____
name Conservation District

(by Conservation District Supervisor) on _____
date

**CONSERVATION DISTRICT BOARD OF
SUPERVISORS ELECTION
PROOF OF DUE NOTICE**

The election of the _____ Conservation District was held on

Date:

Between the Hours of:

At this address:

<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

The _____ Conservation District advertised the election by the following means:

<hr/>
<hr/>
<hr/>
<hr/>

on the following dates: _____ .

The Conservation District shall submit a copy of all documents and transcripts used in notifying the public of the election, i.e. posters, ads, transcripts.

Guidelines for Due Notice are on the reverse of this form as well as in Section 500 of the Policies and Procedure Manual.

Signed by the Chair of the Board of Supervisors

Date

Guidelines for Due Notice

Conservation Districts shall provide due notice within the area of interest.

The first notice must be at least 45 days before the election;

And, the second at least a week before the election within the district.

As defined in RCW 89.08, "**Due notice**" means a notice published at least twice, with at least six days between publications, in a publication of general circulation within the affected area, or if there is no such publication, by posting at a reasonable number of public places within the area, where it is customary to post notices concerning county and municipal affairs.

While the exact language to be used in the public notice and the look of the public notice is up to each Conservation District, the content must include the following:

1. The fact that there is an upcoming vacant or un-expired appointed supervisor position.
2. Eligibility requirements.
3. A brief description of the duties and time commitment involved with the position.
4. A statement indicating that a Conservation District supervisor serves without compensation.
5. Address and phone number of the District Office.
6. Any costs incurred will be paid by the Conservation District.

❧ ❧ ❧

Conservation District Board of Supervisor Election

OATH OF OFFICE FOR POLLING OFFICERS

Each of us, as indicated by our signature, and in the presence of each other as witnesses, do solemnly swear that we will uphold the Constitution of the United States and the Constitution of the State of Washington and that we will faithfully discharge the duties as Polling Officers for the _____ Conservation District.

Subscribed and sworn this _____ day of _____, 20__.

Minimum of two (2) Polling Officers required.

Polling Officer

Polling Officer

Polling Officer

Oath Administered by:

District Board Member Signature

Date

Conservation District Board of Supervisors Elections and Appointments

This form and any associated material due to the Conservation Commission, 3 working days after the election.

FORM IV

Revised 11/02

POLL LIST

Conservation District Supervisor Election

Date: _____

Polling Place and Address:

I attest, under penalty of law, that I meet the definition of a qualified elector as defined in RCW 89.08.020: A "district elector" or "voter" is a registered voter in the county where the district is located who resides within the district boundary.

Voter - PRINT NAME	ADDRESS & CITY
_____	_____
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE
	Yes No Contested

Voter - PRINT NAME	ADDRESS & CITY
_____	_____
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE
	Yes No Contested

Voter - PRINT NAME	ADDRESS & CITY
_____	_____
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE
	Yes No Contested

We have verified all the voters as eligible based upon the Poll List. Also, the number of ballots matches the number of signatures. *If there is a variance, please explain on the back of this form.*

Polling Officer Signature

Polling Officer Signature

Polling Officer Signature

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Voter - PRINT NAME	ADDRESS & CITY
Voter - SIGNATURE	<div style="background-color: #f0f0f0; padding: 5px;"> <u>Polling Officer - Eligible to Vote?</u> CIRCLE ONE </div> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> Yes No Contested </div>

Conservation District Board of Supervisors Elections and Appointments

Return this form and any associated material to the Conservation Commission 3 working days after the election.

FORM V

Revised 11/02

At the conclusion of the election, Polling Officers will tally votes cast and complete this form. Immediately following the election mail the original of this form to the Conservation Commission.

BALLOT RESULTS

Date: _____

<u>NAME</u>	<u>VOTES RECEIVED</u>
1. _____	
2. _____	
3. _____	
4. _____	

Was the unofficial winner the result of a write-in ballot? ☐ **Yes** ☐ **No**

If the answer is yes, the unofficial winner has 30 days to submit a District verified Nomination Petition to the Conservation Commission.

We, the undersigned Polling Officers, attest:

**that the number of ballots cast match the number of voters listed on the Poll List;
the ballots cast did not leave the Polling Officers' supervision;
were counted by the Polling Officers; and,
the information above is full, correct and a true accounting of the
_____ Conservation District Supervisor Election.**

Polling Officer

Polling Officer

Polling Officer

Conservation District Board of Supervisors Elections and Appointments

This form and any associated material due to the Conservation Commission, 3 working days after the election.

FORM VI

Revised 11/02

TEMPLATE

Conservation Districts are to print the ballots necessary to conduct the election based upon the verification of candidates. The name of the district, date and polling location should be pre-printed on the ballot.

Candidates must be listed alphabetically.

Lines must be provided for write-in candidates.

At the conclusion of the election the Polling Officers turn the ballots, the Ballot Results and Poll List over to the District.

The ballots must be held by the Conservation District a minimum of 60 days after the election.

In addition, the ballots cannot be destroyed before official action to certify the election has been taken by the Conservation Commission.

OFFICIAL BALLOT

_____ Conservation District
Board of Supervisor

Date: _____

Polling Location: _____

-
1. You may vote only once.
 2. Insert an X in the square before the candidate of your choice.
 3. If you wish to vote for someone not listed on the ballot, write in the name of a candidate on the space provided.

- ☐ Doe, Jane
☐ Farmer, John
☐ _____



About Conservation District Supervisor Eligibility: Elected conservation district supervisors must be “a registered voter in the county where the district is located who resides within the district boundary.” Two of the three elected supervisors must be “landowners or operators of a farm.”

Guidelines for Conducting Conservation District Elections by Mail

After election date is set, supervisors will designate an Elections Officer for the district (who would carry out his/her duties under oath) responsible for all aspects of the election process up to, but not including, the opening of the ballot box.

Publicly advertise the election twice, using an appropriately sized display advertisement:

45 days before the election

14 days before the election

The notice of election would include the same information as included in form III, except that it would indicate that:

1. The election will be conducted by mail;
2. Anyone desiring to vote should contact the District Office (by telephone, mail, or e-mail) to request a ballot;
3. Ballot requests will be accepted beginning 45 days before the election date and ending 7 days before the election date;
4. Ballots will be mailed to voters after nominations are certified by the Commission, but not later than one week before the official election date;
5. Returned ballots must be postmarked not later than the date scheduled for the election.

On receipt of each request for a ballot, the District Elections Officer will determine whether the individual requesting a ballot is a registered voter and, if so, will mail the requested ballot. The Elections Officer will also maintain a listing of all voters to whom a ballot has been mailed.

Voters will be provided with an inner envelope to enclose the ballot and assure secrecy and an outer envelope will be the mailing envelope which will also include the voter's signature and an identifying number to allow correlation with the registered voter list and the list of registered voters to who ballots were mailed. Ballot mailing may include candidates' statements.

Ballots must be returned to an address/mail box to which the Elections Officer has exclusive access for the entire period during which mail-in ballots will be received. It is the responsibility of the Elections Officer to promptly deposit all ballots received, *in their sealed mailing envelopes*, into a locked ballot box.

One week following the official election date (to allow for receipt of ballots mailed as late as the election date itself), the Elections Officer will, with at least two Polling Officers, count the ballots received using the following procedures.

1. Open the ballot box and check each mailing envelope against the list of voters to whom ballots were mailed.
2. Open the mailing envelopes and separate the *unopened* inner envelopes from the mailing envelopes.
3. When all inner envelopes have been removed and separated from mailing envelopes, the Polling Officers will open the inner envelopes and remove the ballots.
4. The Polling Officers then count the ballots and record and certify the results.